



Date: December 21, 2015

To: Thomas J. Bonfield, City Manager

Through: W. Bowman "Bo" Ferguson, Deputy City Manager

From: Rhonda B. Parker, Director, Parks and Recreation

Subject: Response to Councilman Steve Schewel regarding Janitorial Services Contract for the Durham Armory

Workforce Statistics

Council Member Schewel requested SDBE information as well as information on disqualifying offenses for a contract of this type.

The Compliance Report from the Department of Equal Opportunity/Equity Assurance (EOEA) is attached to this memo.

Background Check Procedure for Contractors

Durham Parks and Recreation has a Policies and Procedures Operating Memorandum (C.2) for Background Investigations of employees, contractors and volunteers. This policy is reviewed biennially and was last revised on April 25, 2013. The policy is written in accordance with City of Durham policies and local, state and federal law. The Operating Memorandum includes an appeals process for any employee, contractor or volunteer that wishes to contest an adverse decision. The process involves a written appeal to the Director of Parks and Recreation.

There will be no change in criteria for disqualifying offenses for this contract. While much of the work conducted by the contractor will take place after an event at the Durham Armory has concluded, there are several occasions when the contractor will be scheduled to clean during times when rental customers and the public will be in the facility. Examples of such rentals include Full Frame Film Festival and MoogFest. In addition, the contractor will have unsupervised access to City property throughout the contract period. Section 5.2 (Criminal Records Review) of the Operating Memorandum highlights a "partial list" of examples of disqualifying offenses as:

1. A violent crime
2. Crimes with a child
3. Recent convictions related to illegal drugs
4. Recent conviction related to alcohol
5. Convictions related to the harm of children
6. Violation of domestic abuse or child abuse laws
7. Conviction related to sex or sexual misconduct

SDBE REQUIREMENTS

November 24, 2015

Memo To: Rhonda Parker, Director
Parks and Recreation Department

From: Deborah Giles, Director
Department of Equal Opportunity/Equity Assurance

Subject: Janitorial/Cleaning Services at the Durham
Parks & Recreation Rental Facilities

The Equal Opportunity/Equity Assurance Department reviewed the proposal submitted by A & B Cleaning Service, Inc. of Greenville, North Carolina and have determined that they are in compliance with the Ordinance to Promote Equal Business Opportunities in City Contracting.

SDBE REQUIREMENTS

No MSDBE or WSDBE goals were set.

WORKFORCE STATISTICS

Workforce statistics for A & B Cleaning Service, Inc. are as follows:

Total Workforce	6
Total Females	3 (50%)
Total Males	3 (50%)
Black Males	2 (33%)
White Males	0 (0%)
Other Males	1 (17%)
Black Females	2 (33%)
White Females	0 (0%)
Other Females	1 (17%)

Cc: Gina Morias